

~~ADMINISTRATIVE INTERNAL USE ONLY~~

10 March 1986

MEMORANDUM FOR: ICS Committees and Staffs

FROM: 

C/ICS/Pers

SUBJECT: Secretarial Pay Plan

1. I've just received the attached materials concerning the new Secretarial Pay Plan. By Friday, 14 March, we must have our comments to the DCI Administrative Staff. They have a very short deadline to consolidate comments received from all DCI components. The DCI comments will be incorporated with those of the other Directorates at a meeting on 17 March. The results of the incorporated comments are to be presented to the EXCOM by 21 March.

2. Our immediate problem is to be heard concerning thoughts on the benchmark position summaries for Level III and Level IV. Are they realistic? Are they relevant? If not, what changes need to be made? What specific duties listed are now contained in our senior secretarial positions? What other duties/responsibilities that are of comparable worth are not mentioned? Perhaps these items should be included or substituted for others in our positions.

3. By Friday we must also let the DCI Admin Staff know our thoughts on the Secretarial Conversion Plan (APPENDIX B).

4. ICS will soon be charged with recommending both position and conversion levels for ICS positions and individuals affected by the new Secretarial Pay Plan. The recommendations will be considered by the E Career Service who will be responsible for administering "E" positions and secretaries.

5. As you can see by the Time Charts included in this package, the Pay Plan will be completely implemented by July 86. Please let me have your comments as soon as possible. Obviously, input from others on your staff will be sought. Although this takes time, I need your comments by Thursday, 13 March, if I am to get our case to DCI Admin.


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